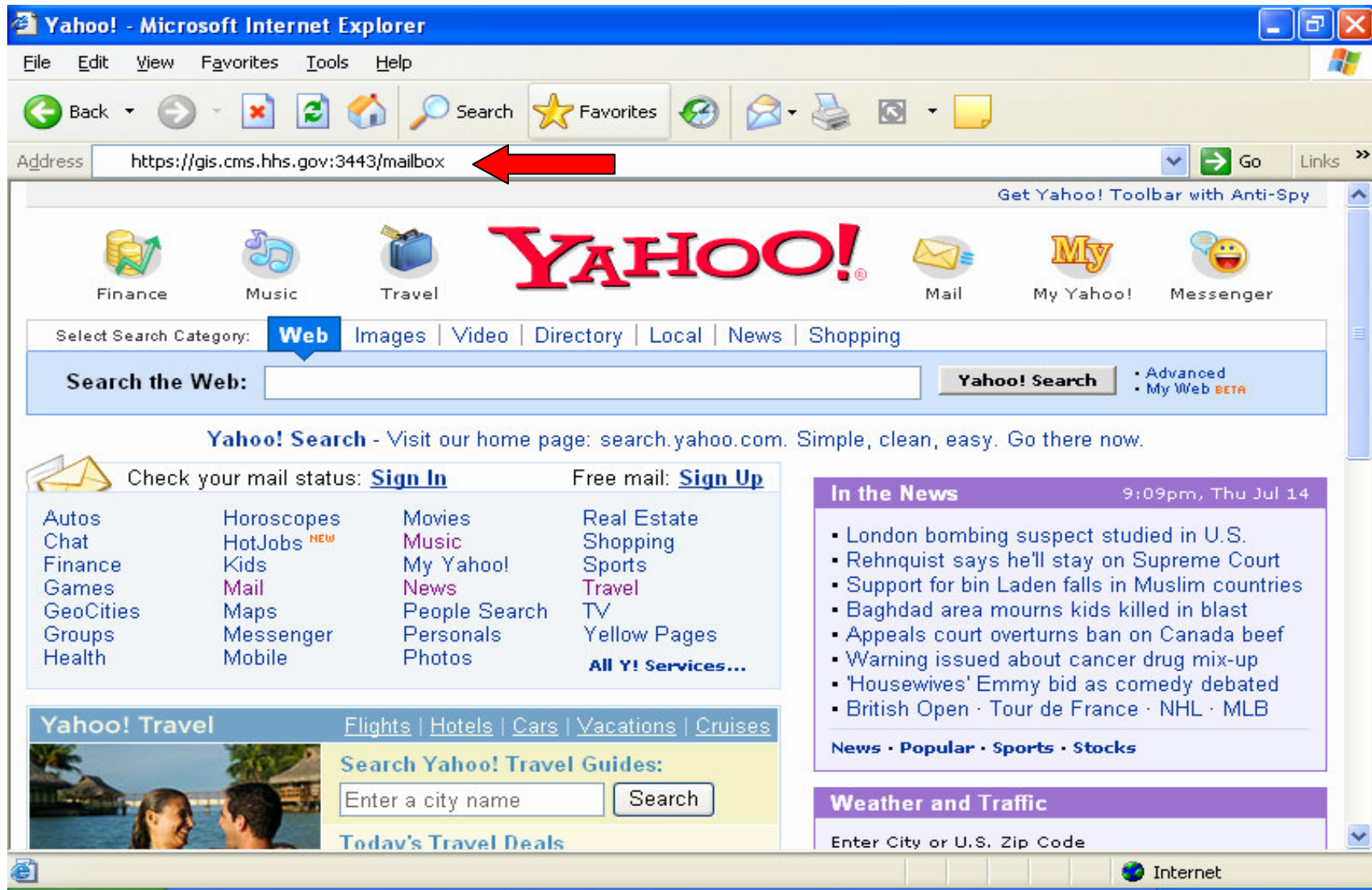# Enterprise File Transfer Gentran HTTPS

Names provided in this documentation are only examples, and may vary from the actual names that the end-user may encounter.

For example, Marx or Plan enrollment mailboxes will be configured by Contract Number (H/S #) and COB mailboxes will be configured by COBA or Voluntary ID Number.

End Users will only be able to view mailboxes for which they have been granted access.
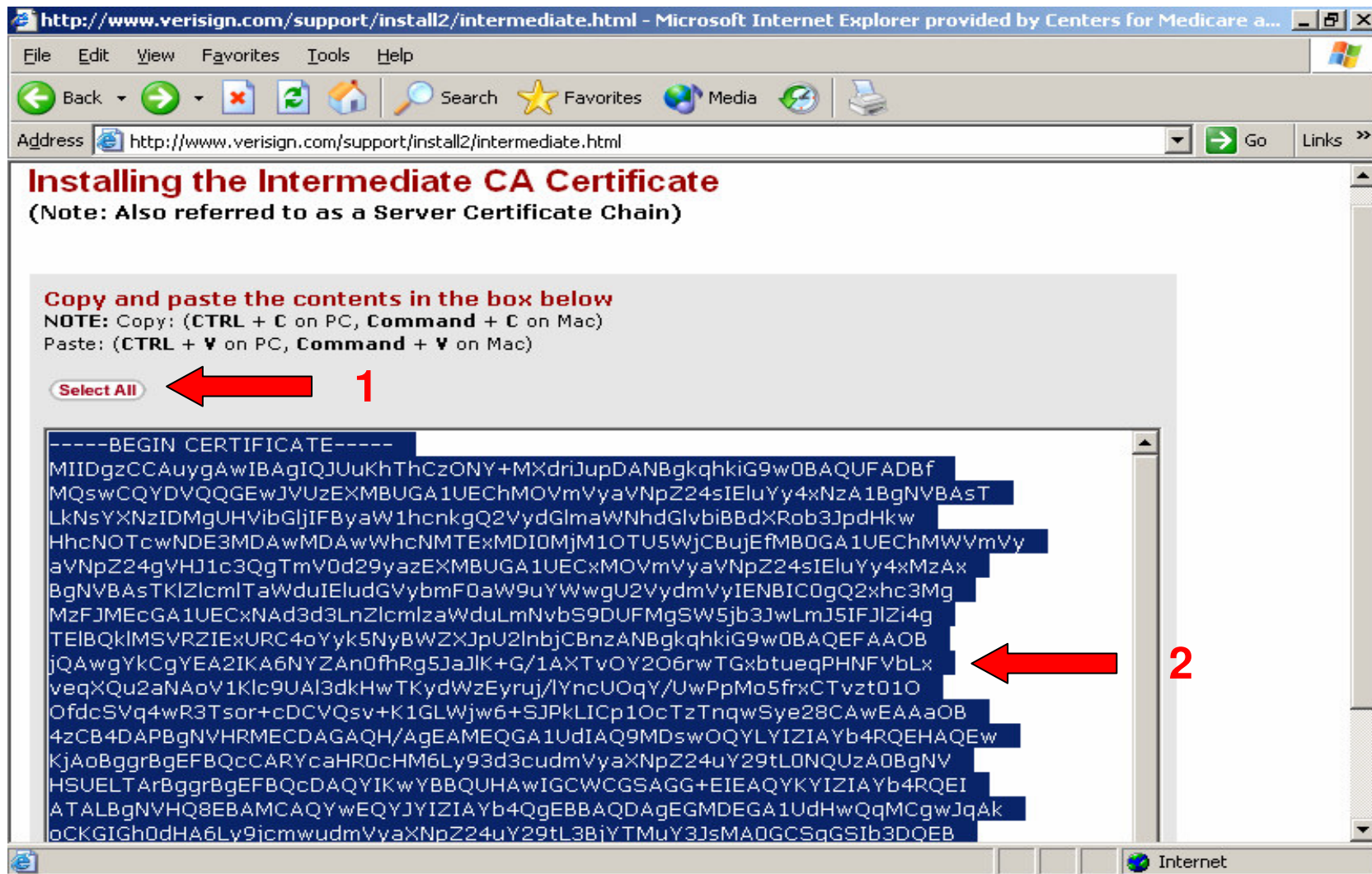
Access the "CMS Enterprise File Transfer" application by entering one of the following URLs in your browser and pressing the <Enter> key:

Internet – https://gis.cms.hhs.gov:3443/mailbox

Security Alert ✕

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

✓ The security certificate is from a trusted certifying authority.

⚠ The security certificate has expired or is not yet valid.

✓ The security certificate has a valid name matching the name of the page you are trying to view.

1

Do you want to proceed?

[Yes] [No] [View Certificate]

Security Alert ✕

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

⚠ The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.

✓ The security certificate date is valid.

✓ The security certificate has a valid name matching the name of the page you are trying to view.

2

Do you want to proceed?

[Yes] [No] [View Certificate]

If you encounter either of the above security alerts when trying to access "CMS Enterprise File Transfer", your Verisign certificate needs updating. To proceed follow the steps below.
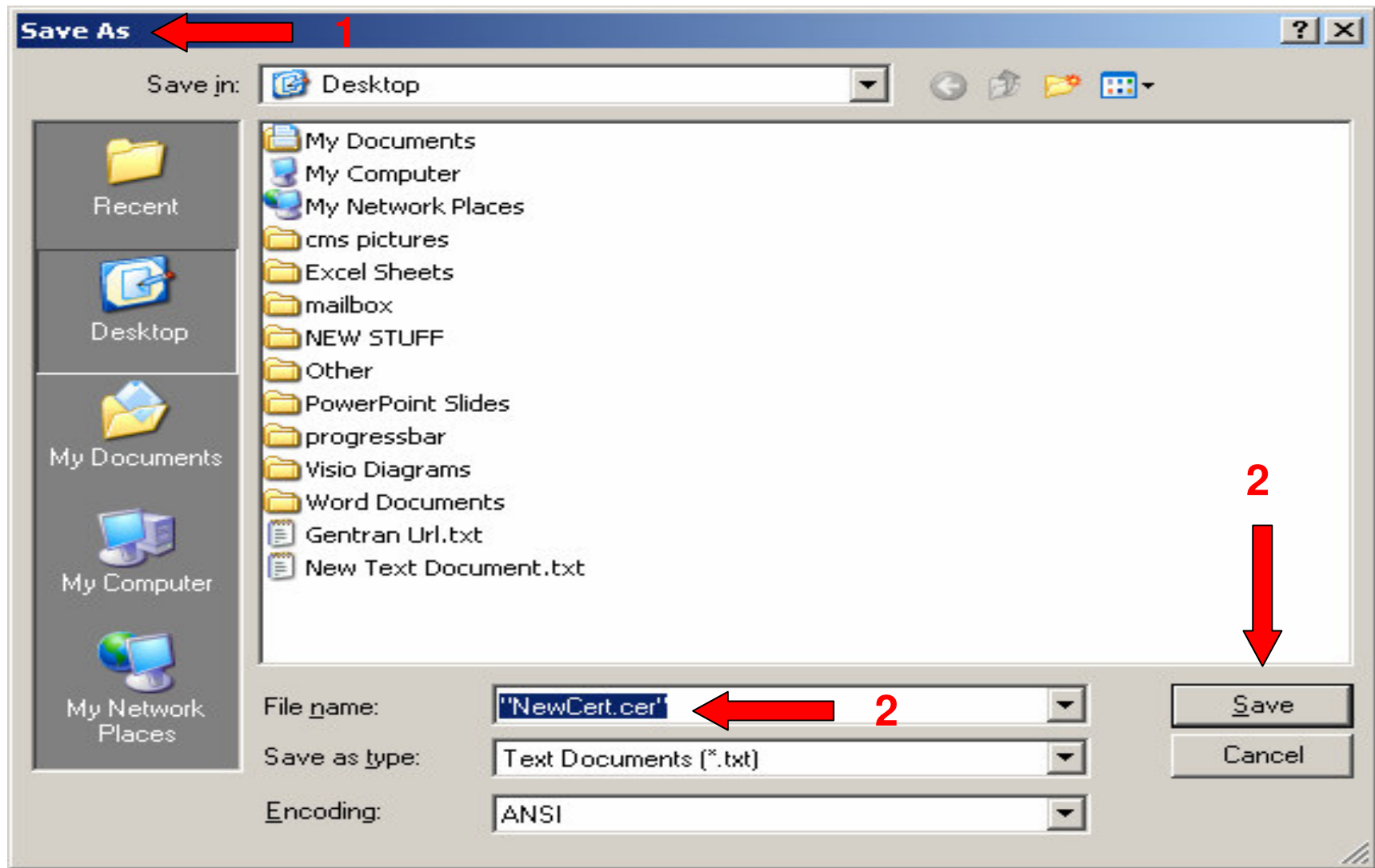
1 – For the security alert on the left, type the following URL into your browser:

http://www.verisign.com/support/install2/intermediate.html

(Proceed to the following page.)

2 – For the security alert on the right, type the following URL into your browser:

https://www.verisign.com/support/verisign-intermediate-ca/

mpki-intranet-intermediate/index.html

(Skip to page 11.)

3

1 – Select the text on the page that opens by clicking the "Select All" button.
2 – Press the <Ctrl> + C key combination or right click on the highlighted text and click copy, to copy the selected text to the clipboard.

4

Close your browser window, and go to your desktop. Right click on the desktop and move your mouse down to the menu item that says "New". From the menu that pops up, click the "Text Document" option. Double click on the icon that you just created on the desktop called "New Text Document" to open it. Go to the "Edit" menu and click on the "Paste" option, to paste the text from the clipboard.

1 – Go to the "File" menu and click "Save As…" to bring up the "Save As" dialog window.

2 – Save the document as "NewCert.cer" (including the quotation marks) and click the "Save" button. Close the text document.
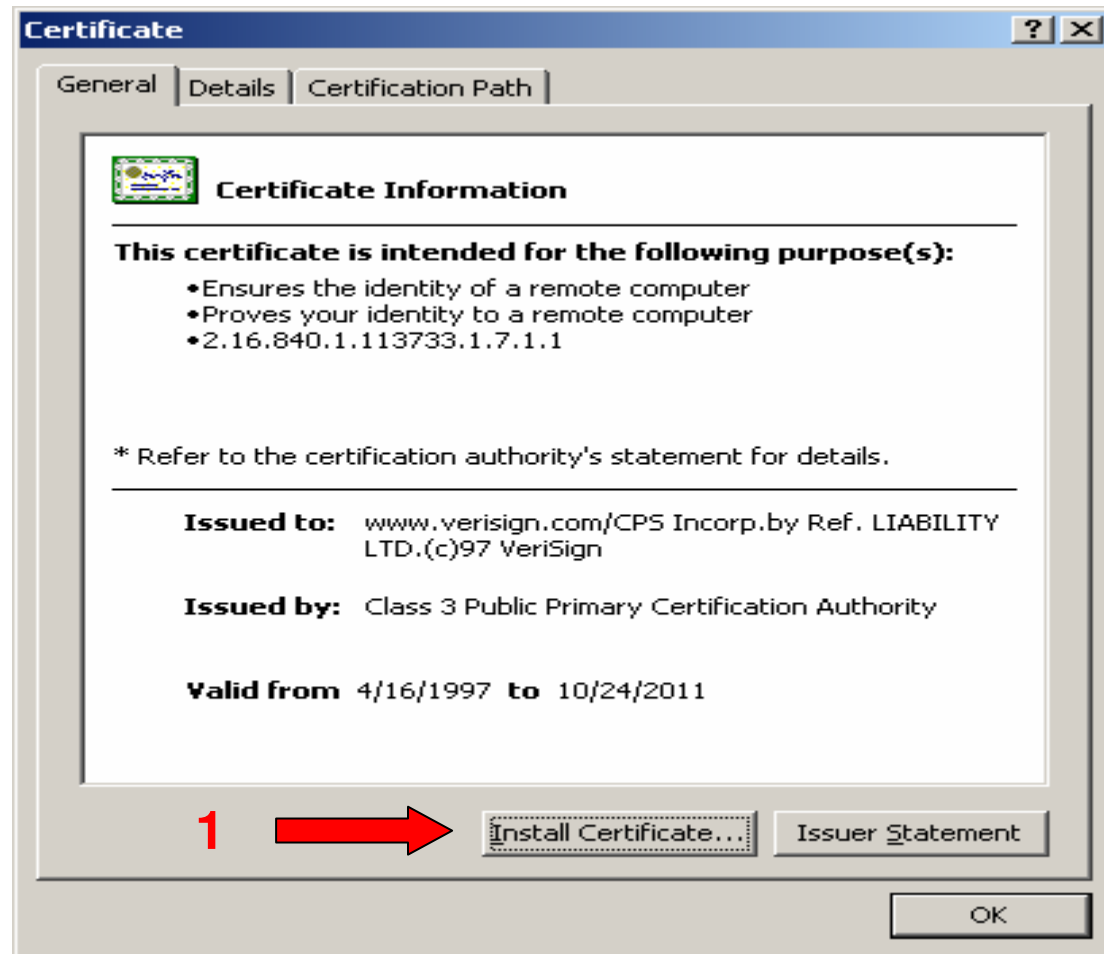
Double click on the new icon on the desktop named "NewCert.cer".

1 – On the screen that appears, click on the "Install Certificate…" button.

1 – Click on the "Next" button on the "Certificate Import Wizard" dialog that pops-up.
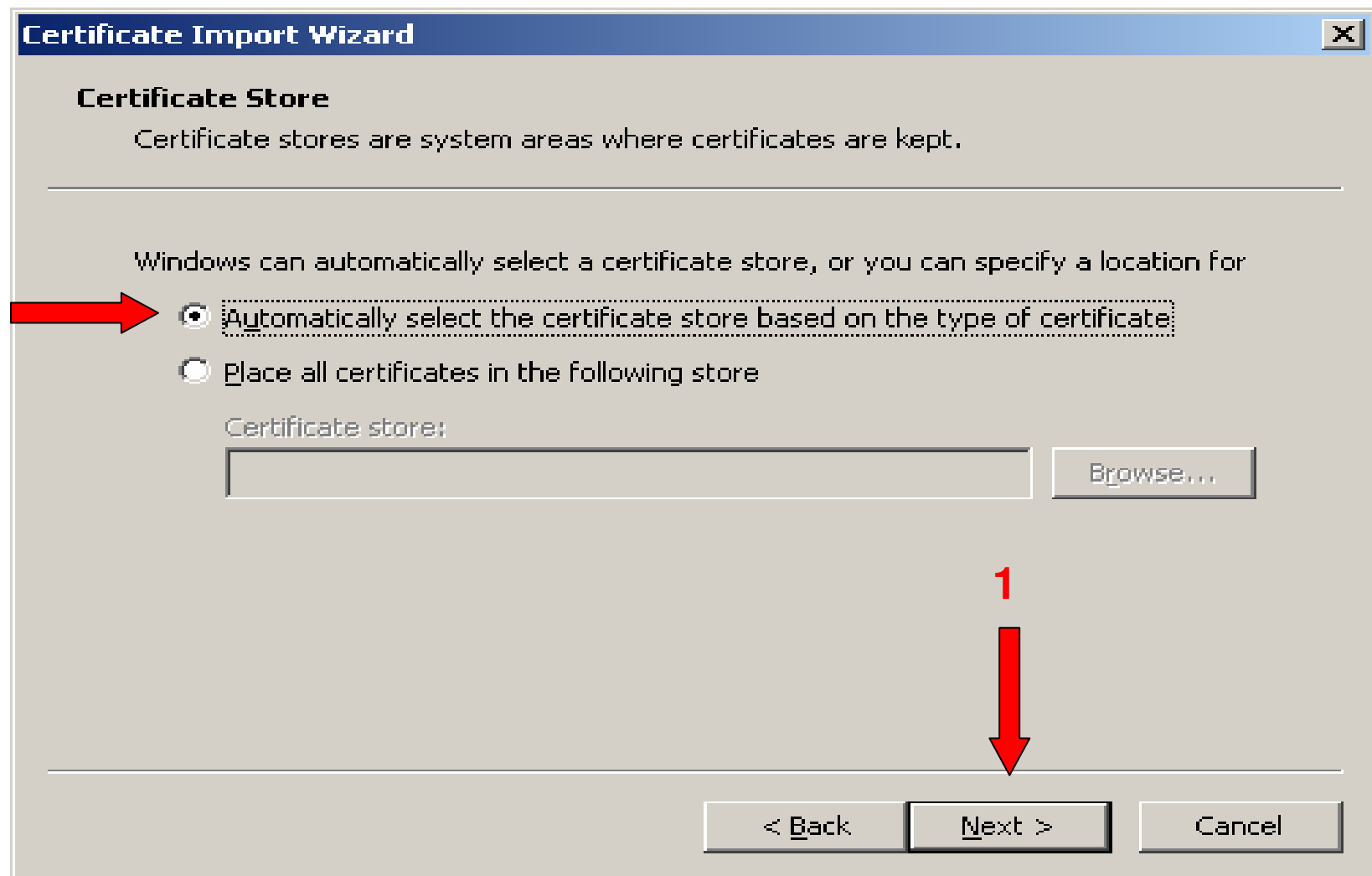
1 – Click "Next" to accept the default option "Automatically select the certificate store based on the type of certificate".

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1 – Click the "Finish" button to complete the import of the certificate.

Microsoft Internet Explorer

WARNINGWARNING**WARNING**

UNAUTHORIZED ACCESS TO THIS COMPUTER IS PROHIBITED BY LAW (REFERENCE TITLE 18 U.S.C., SECTION 1030).

This is a Centers for Medicare & Medicaid Services (CMS) (Operating Division of the Department of Health and Human Services) computer system. CMS computer systems are provided for the processing of Official U.S. Government information. All data contained on CMS computer systems is owned by the CMS and may, for the purpose of protecting the rights and property of CMS, be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by authorized personnel. If you are not authorized access to this system you must immediately exit. Federal, State, and/or local laws may provide criminal penalties for any person illegally accessing or using a Government owned or operated computer system.

SECURITY REQUIREMENTS FOR AUTHORIZED USERS of CMS' COMPUTER SYSTEMS
If you are authorized access to a CMS computer system, you are subject to the requirements of the Office of Information Services' Security Handbook. The Security Handbook incorporates Article 35 of the 2004 CMS/AFGE Master Labor Agreement, effective June 9, 2004, which governs bargaining unit employees.

THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System security personnel may give to law enforcement officials any potential evidence of crime found on CMS computer systems.

USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING OR CAPTURING AND DISCLOSURE.

WARNINGWARNING**WARNING**

OK   **1**

1 – Review the warning information, then click "OK" button.

11
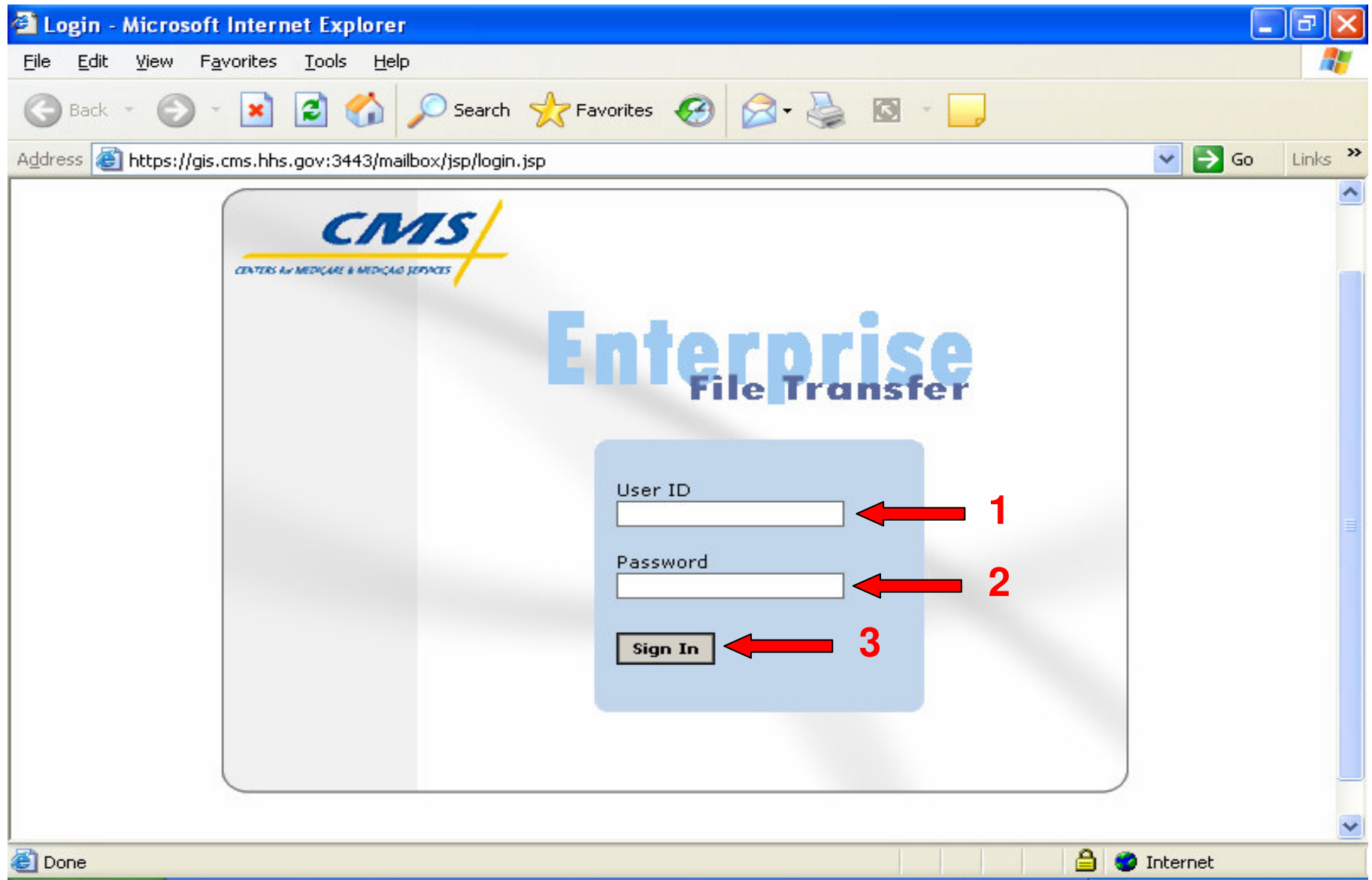
1 – Enter your 'User ID' in the first box provided.
2 – Enter your 'Password' in the second box provided.
3 – Click the 'Sign In' button.

Performing a Mailbox Search

Procedure to view all mailboxes or an individual mailbox
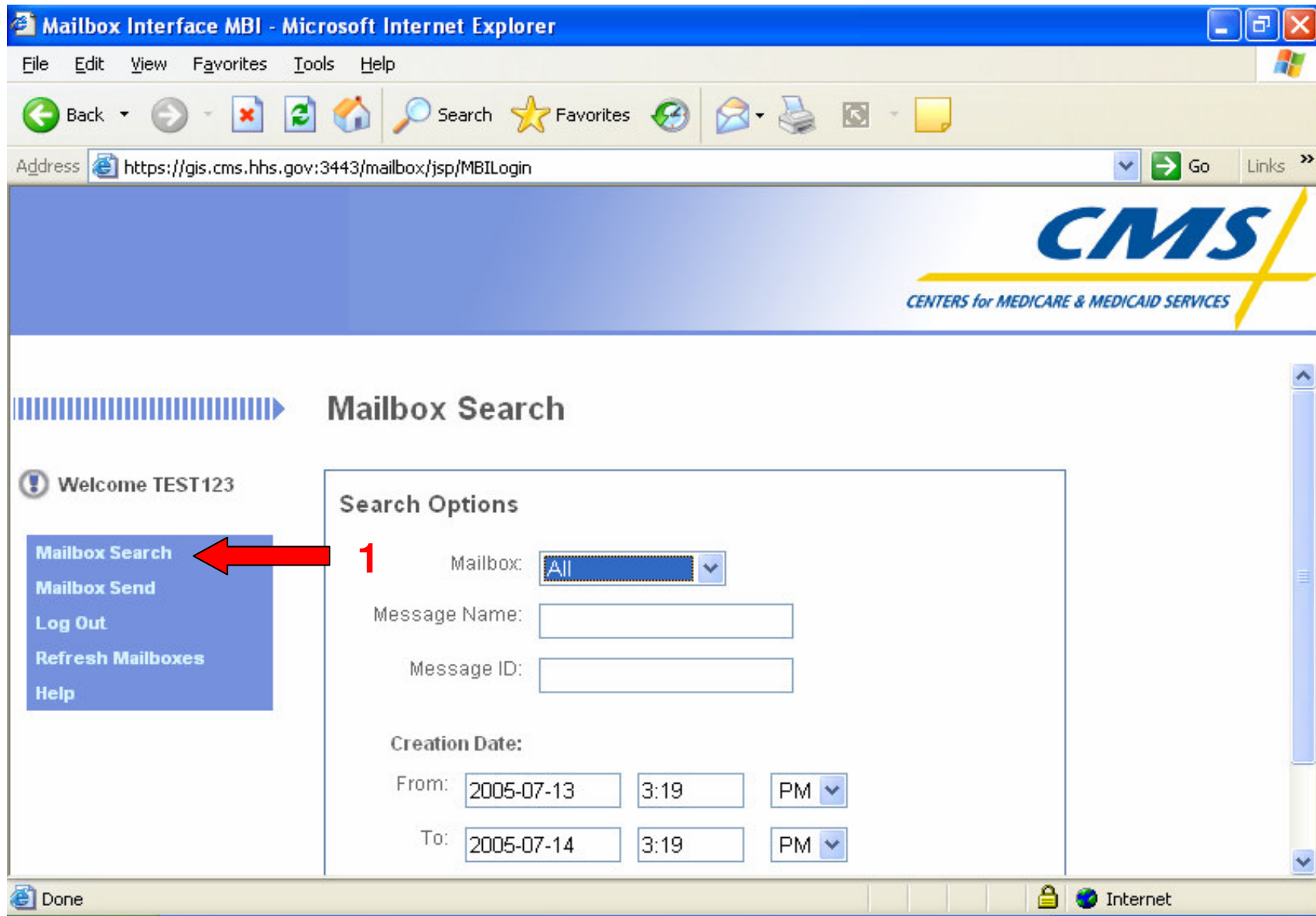
1 – You can navigate to the 'Mailbox Search' screen at any time by clicking the 'Mailbox Search' text in the left navigation menu.
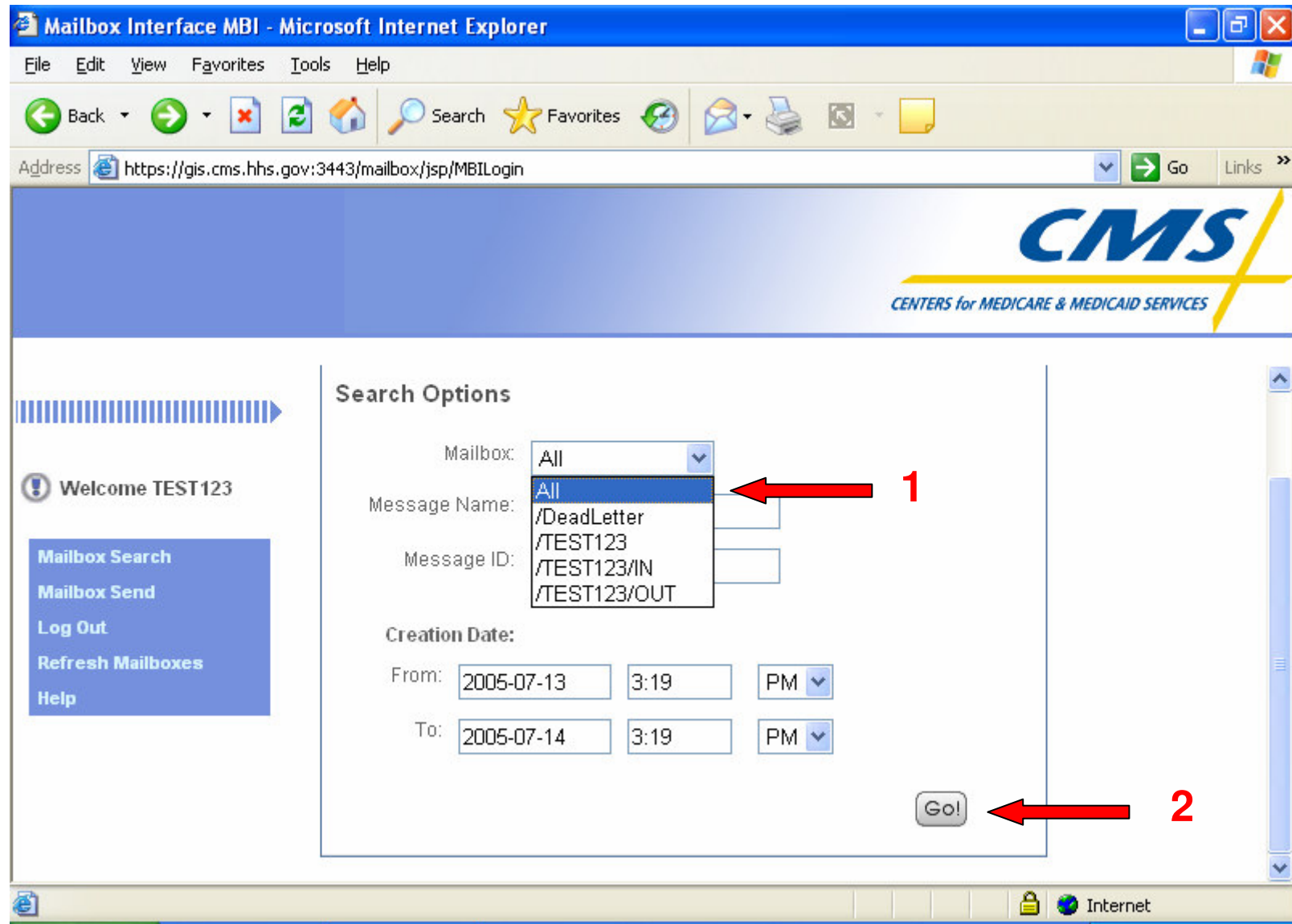
1 – To view all mailboxes accessible with your user ID select 'All' from the mailbox drop down list.

2 – Click the 'Go!' button.
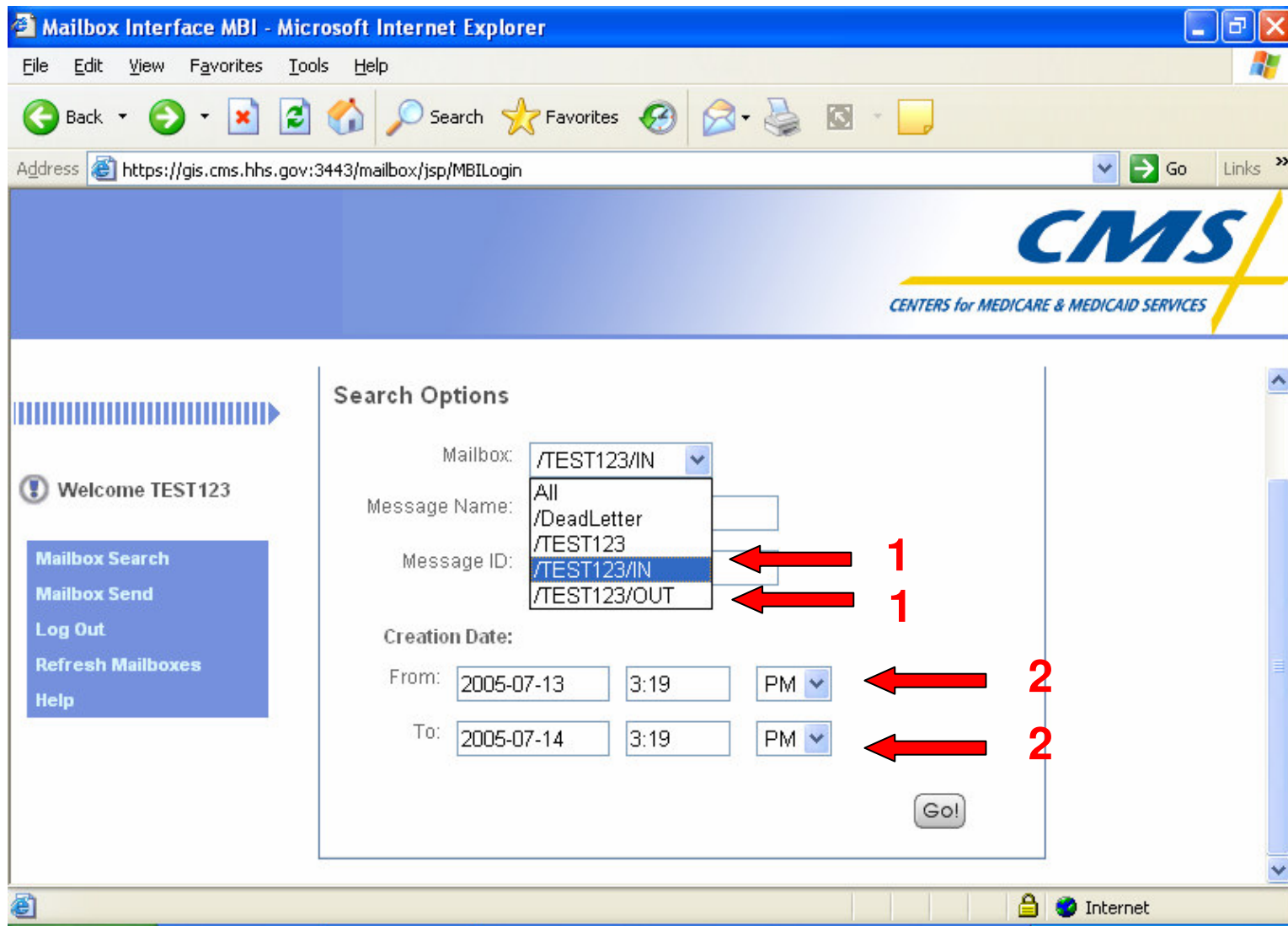
1 – To view files that were 'Inbound' to, or 'Outbound' from your
   mailbox, select the mailbox name that ends with '/IN' or
   '/OUT' respectively, from the mailbox drop down list.
2 – It is also possible to specify beginning and end dates to
   further narrow your query.

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1 – Current 'Mailbox'   3 – 'Message Name' (filename)   17
2 – Message 'Id'   4 – 'Extract' (download) button

Downloading Files from your Mailbox

Procedure to save files from your mailbox to your local workstation
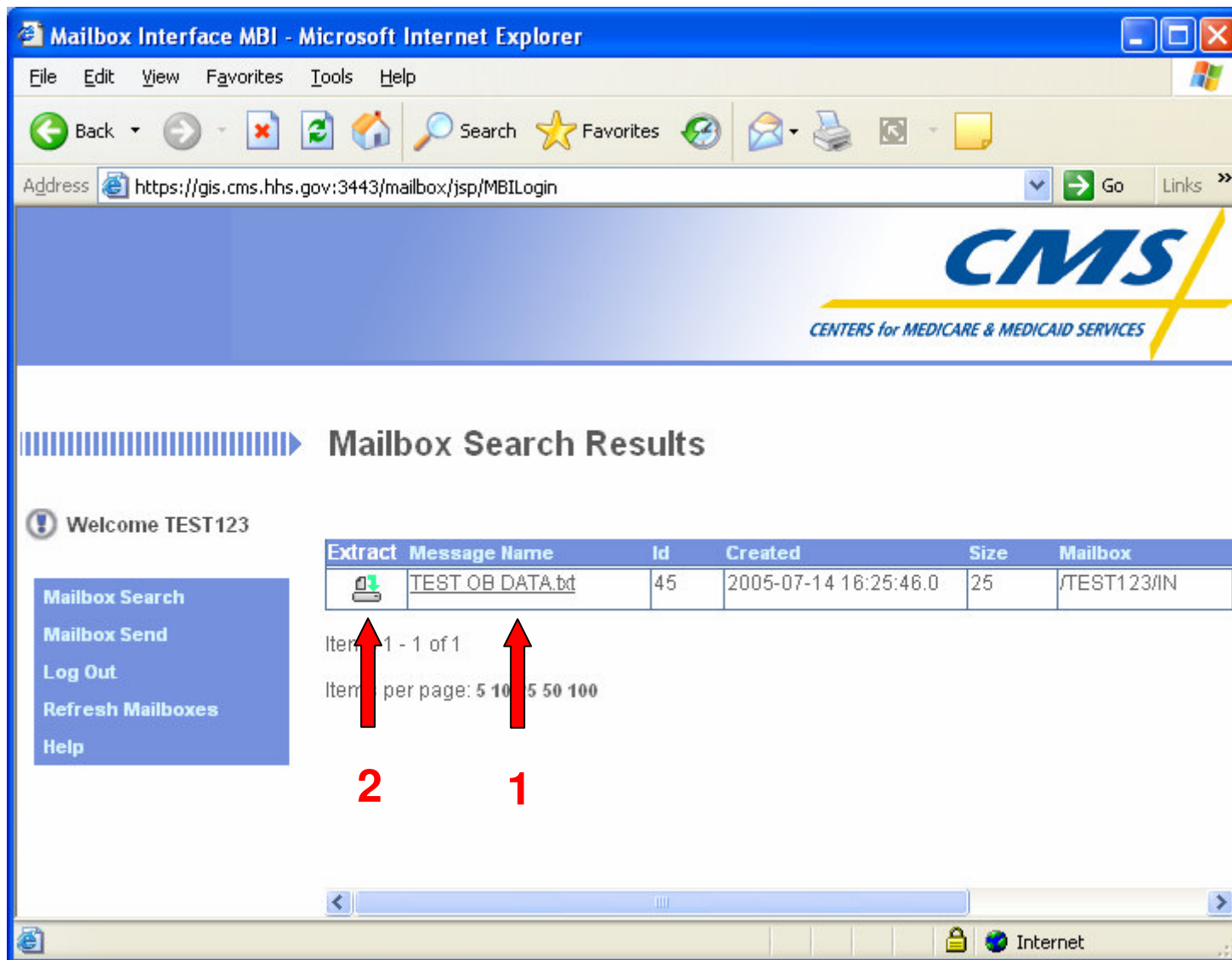
1 – Locate the desired file which can be found under the "Message Name" column in "Mailbox Search Results" window.

2 – Click on the icon corresponding to the desired filename which can be found under the "Extract" column header.
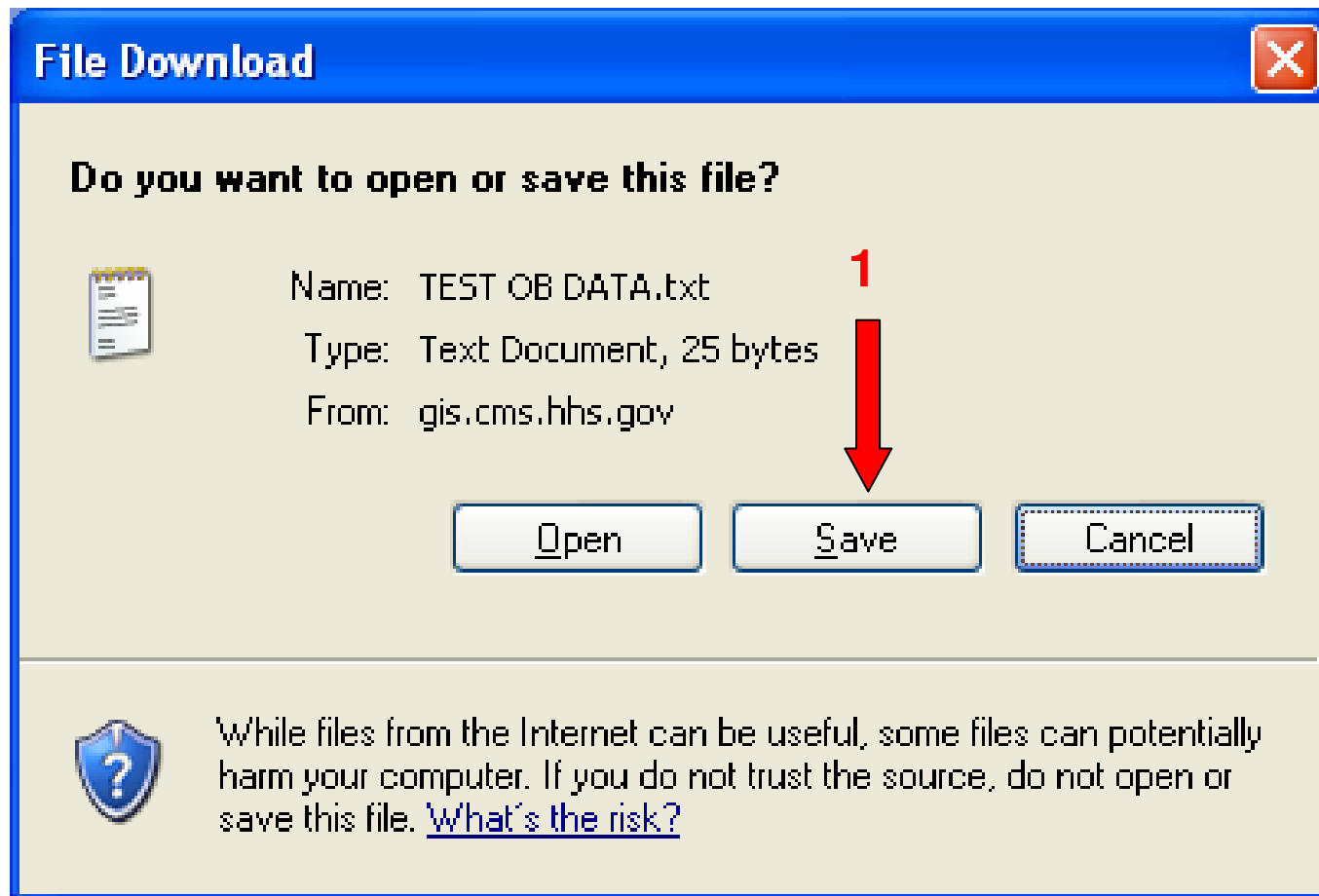
1 – Click "Save" button to save the file to your local computer.
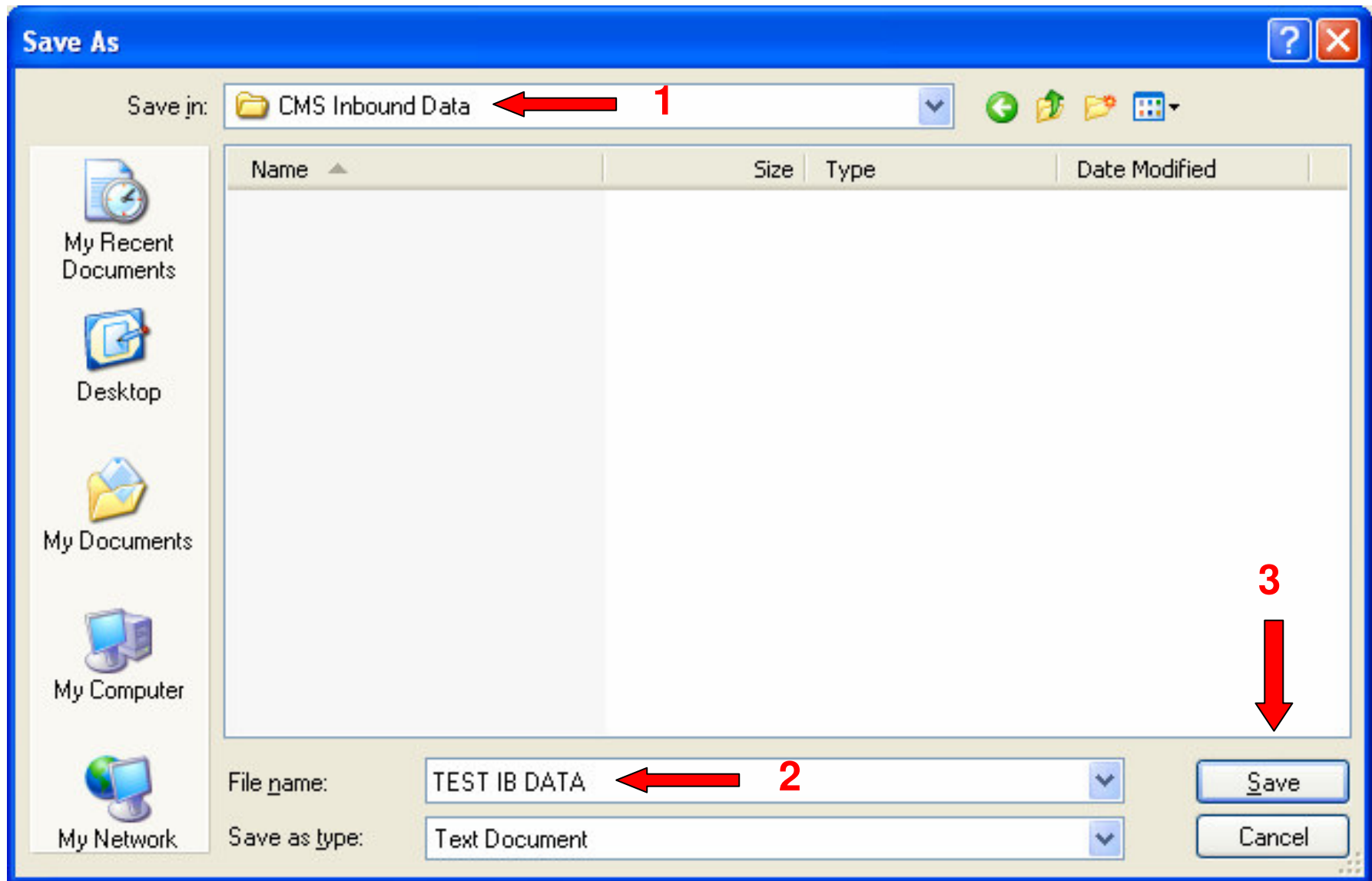
1 – Select the desired directory in which to save the file.
2 – Enter the desired file name to name the file.
3 – Click the "Save" button.
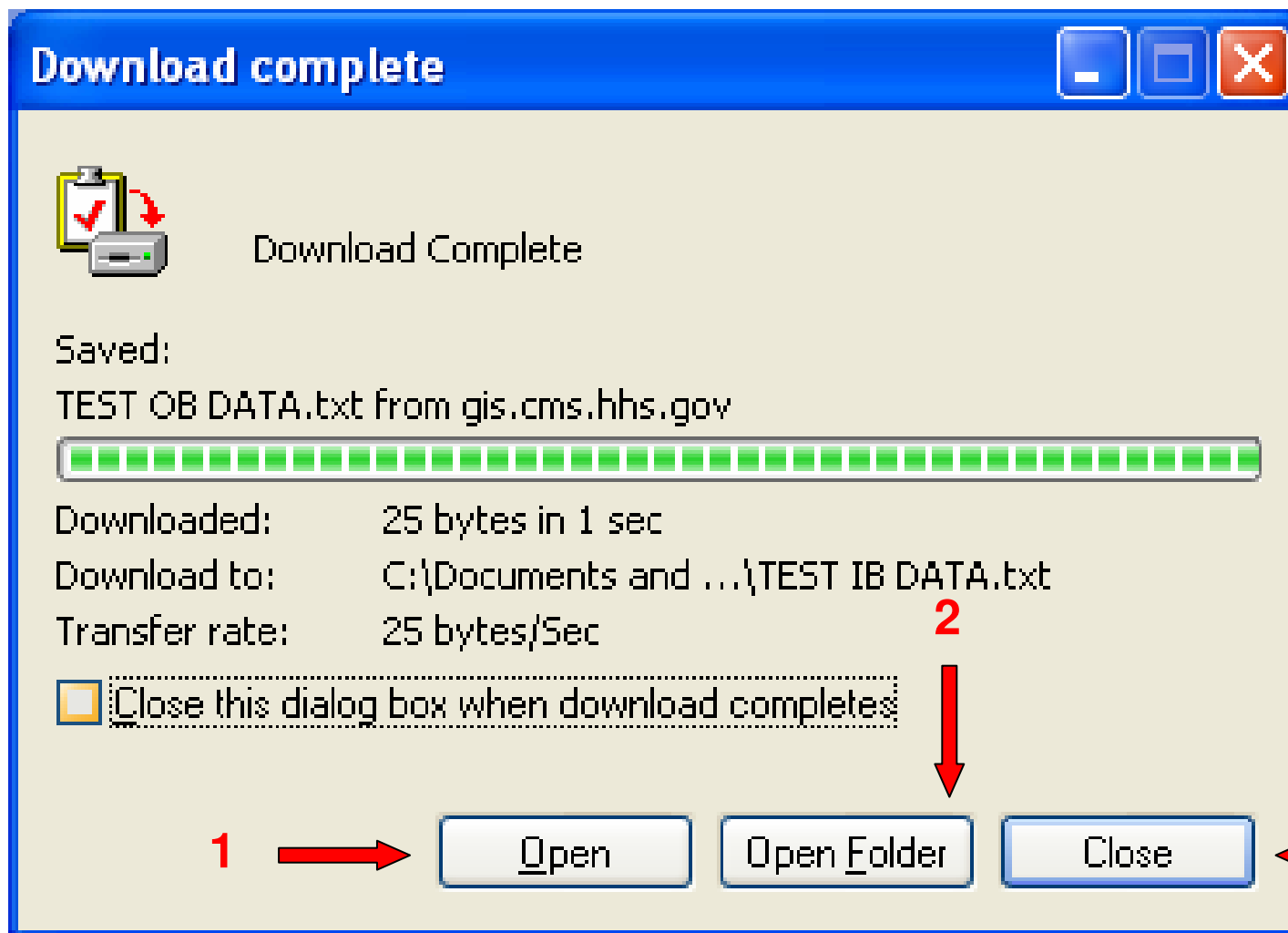
"Successful Download Message" Choose the desired option:

1 – "Open" – This will open file using software that edits ".TXT" files.

2 – "Open Folder" – This will display the file in the folder that it was placed.

3 – "Close" – This will close the Download dialog box.

Performing a Mailbox Send

Procedure for sending a file to a given mailbox
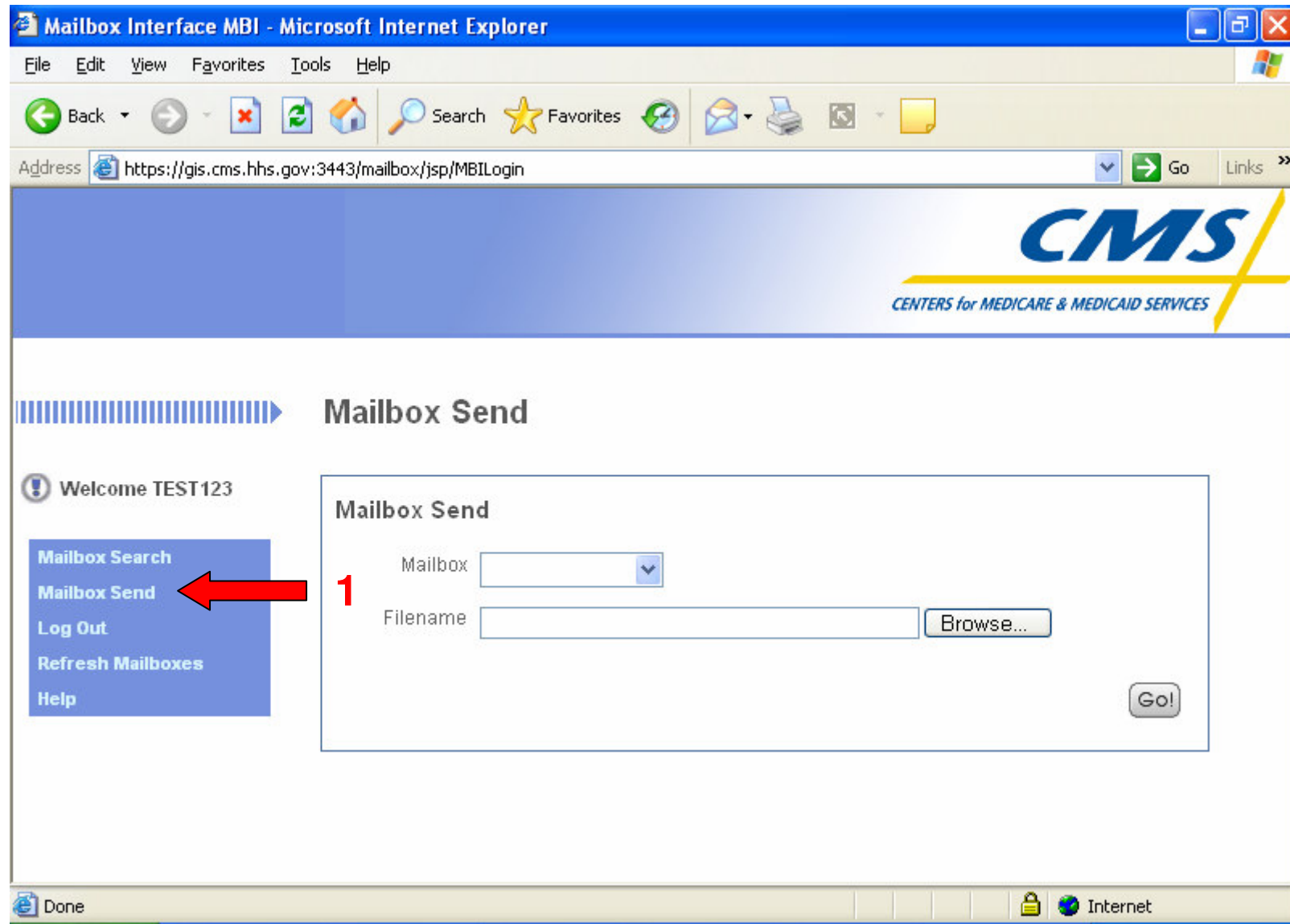
1 – You can navigate to the "Mailbox Search" screen at any time by clicking the "Mailbox Send" text in the left navigation menu.
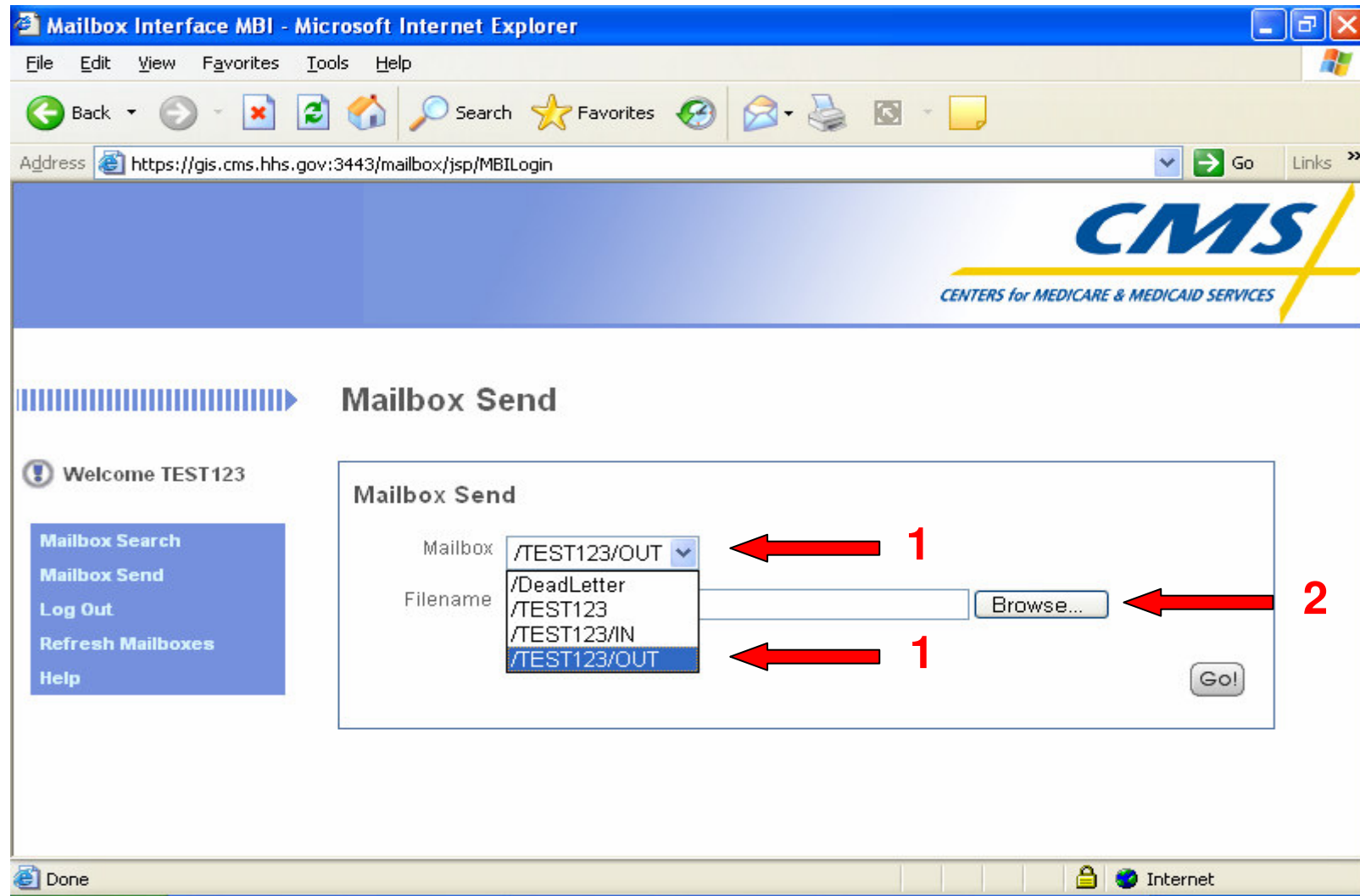
1 – Click on the "Mailbox" drop down menu and select the desired destination
        mailbox.
2 – Click the 'Browse…" button, or type in the file name and its path
        to select the desired file to send.
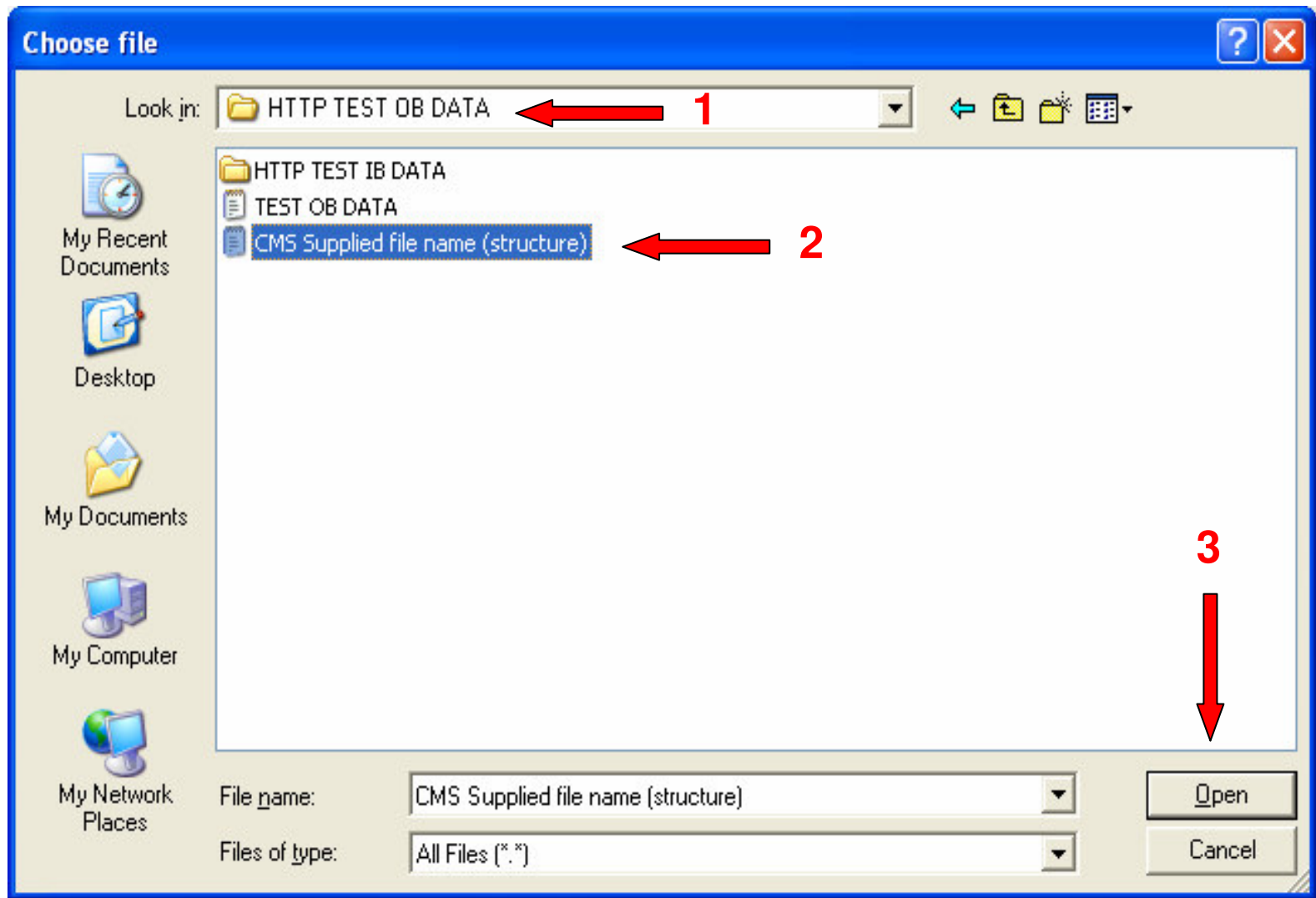
1 – Select the folder which contains the file (path).

2 – Select the desired file (Files sent to CMS must adhere to the file naming convention provided by CMS).

3 – Click the "Open" button.
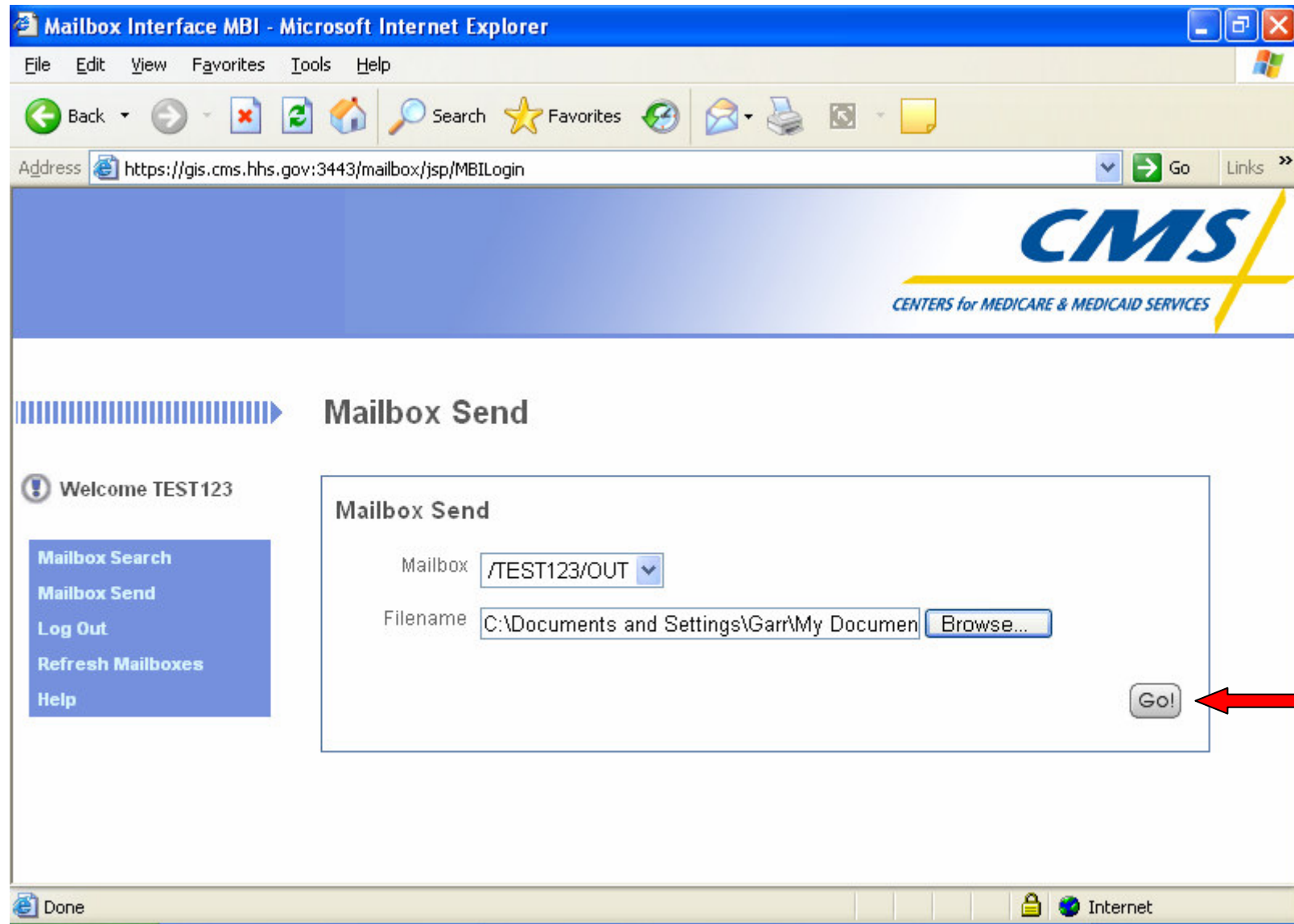
1 – Click the "Go" button.
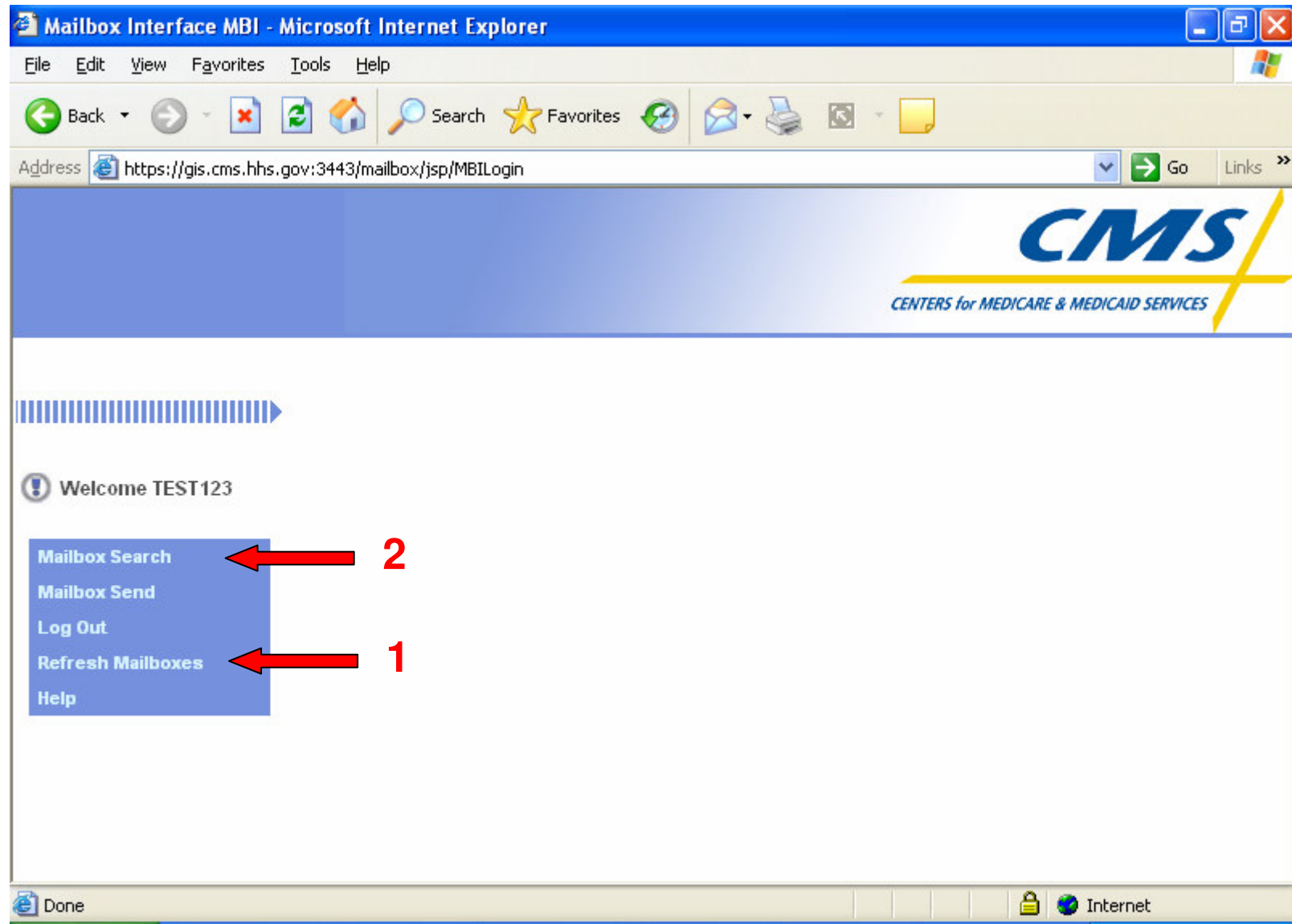
1 – Click the "Refresh Mailboxes" option on the left navigation window.
2 – Perform a "Mailbox Search" (refer to section "Performing a
Mailbox Search" pages 20 – 24).

1 – If the "Mailbox Send" operation completed successfully, and you properly queried for your file using the "Mailbox Search" option, you should now see the name of your file displayed in the "Mailbox Search Results" window.
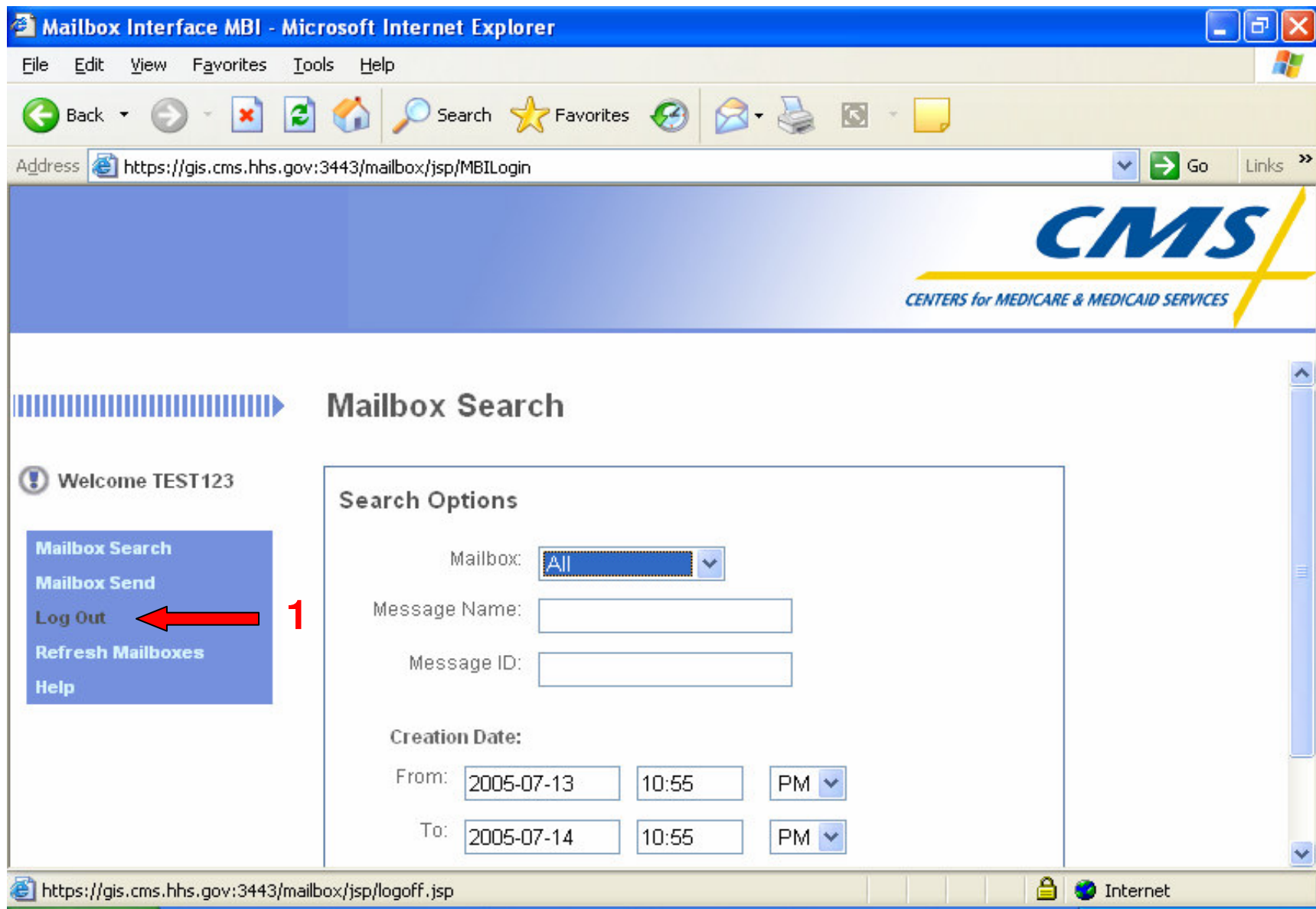
1 – To log out click the "Log Out" option from the left navigation menu.